



NASA Procedural Requirements

NPR 3800.1

Effective Date: May 16, 2005

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2010**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: Employee Benefits

Responsible Office: Office of Human Capital Management

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Chapter 2. Life Insurance Coverage

2.1. References

- 2.1.1. 42 U.S.C. 2451, The Public Health and Welfare, National Space Program.
- 2.1.2. 42 U.S.C. 2473 (c)(1), Section 204 (c)(1) of the National Aeronautics and Space Act of 1958, as amended.
- 2.1.3. 5 CFR Part 870, Federal Employees' Group Life Insurance Program.

2.2. Responsibility

The NASA Center Directors and the Inspector General are responsible for notifying employees that there are two types of life insurance available to employees of NASA and upholding the following at their respective Centers in accordance with the appropriate references:

a. Federal Employees Group Life Insurance (FEGLI)

1. Ensure that all nonexcluded new employees are notified that they are automatically insured for basic insurance unless they waive it.
2. Counsel eligible employees of their opportunities to elect or waive basic and optional forms of FEGLI.
3. Establish a reconsideration process for FEGLI in accordance with 5 CFR 870.105 and inform employees of this process.

b. NASA Employee Benefits Association (NEBA)

1. Ensure that all employees are notified of the availability of NEBA Insurance.
2. Provide adequate information to employees.
3. Keep employees abreast of changes as they occur regarding NEBA.

2.3. Participation

All Centers and the Office of the Inspector General must participate in these programs, and all eligible employees may participate if they choose to do so.

2.4. Definition of FEGLI

A group life insurance program that covers nonexcluded Federal employees, retirees, and eligible family members.

2.5. Definition of Qualified Fegli Enrollee

A qualified FEGLI enrollee is any eligible Federal employee, who does not elect to waive this coverage, and their eligible family members. If an employee elects to waive coverage, there is a 1-year waiting period before being eligible to enroll.

2.6. Definition of NEBA Life Insurance

NEBA is a nonappropriated fund instrumentality of the Federal Government authorized by the National Aeronautics and Space Act of 1958, as amended, and other applicable references. NASA Centers and the NEBA Board have been tasked with the following responsibilities:

2.6.1. Agency

- a. NEBA is governed by a Board of Directors.
- b. NASA Administrator appoints a Chairperson and Vice Chairperson.

2.6.2. Center

- a. Center Directors appoint Chapter Officers.
- b. Chapter Officers are composed of a President, Vice President, and Secretary-Treasurer.
- c. Center Directors may appoint at least three individuals to fill these positions.
- d. Each Chapter is responsible for processing initial and/or open-season enrollments, changes in enrollments, beneficiary changes, death claims, and ensuring enrollments are transferred between NASA Centers.
- e. Enrollments are processed by mailing or faxing applications and other documentation to the carrier for underwriting and ensuring that enrollments are processed.
- f. Each Chapter is responsible for forwarding and maintaining beneficiaries for all enrollees.

2.6.3. NEBA Board - Board of Directors is responsible for:

- a. a. Setting overall policy of NEBA plan.
- b. b. Making decisions regarding premiums, options, and amounts of coverage.
- c. c. Selecting a carrier to underwrite the plan and refunds.

2.7. Definition of Qualified NEBA Enrollee

A qualified NEBA enrollee is any NASA employee, including new employees, and those who have not elected to waive this coverage within the previous 12 months, and their eligible family members.

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